

City of South Bend
Administration & Finance Policy Manual



**2.10.1 Wire Transfer & Hand Check Effective: January 1, 2010
Procedure**

Purpose: This purpose of this procedure is to define the administrative protocol for the issuance of Electronic Wire Transfers and Hand Written Checks drawn on City of South Bend disbursement bank accounts.

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This procedure is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This procedure is effective January 1, 2010.

1.0 Procedure Statement

All electronic wire transfers and hand written checks require the approval of the Controller. Electronic wire transfers and hand written checks cannot be transacted prior to signatory approval by the Controller.

2.0 Definitions

Electronic wire transfers are defined as bank transfers from the City of South Bend disbursement account to another financial institution or bank, and are transacted by telephone or written correspondence instruction from a duly authorized agent of the City of South Bend.

Hand Written Checks are defined as disbursement instruments from the City of South Bend disbursement account written on City of South Bend check stock, processed outside of a normal accounts payable check processing schedule.

3.0 Intended Use

Electronic wire transfers will be used, but not limited to, as the principal means for payment of debt instrument principle and interest, payment of payroll liabilities for staff employed by contracted agents of the city, payment of payroll tax liabilities to federal and state governmental agencies, payment of employment benefit liabilities to State of Indiana and other third party providers.

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Hand written checks are not a desired means of disbursement of city funds for payment of city liabilities. Hand written checks are discouraged as a means of disbursement, but may be authorized in unusual circumstances, as deemed necessary by the Controller.

4.0 Authority to Issue

The Director City Finance, or designee, is authorized to affect electronic wire transfers, with proper authority for action to be presented to the necessary banking institution in which the disbursement account is held, with authorization solely approved by the Mayor and Controller. All financial institution documentation required to authorize such authority is only effective with signature of the Mayor and Controller.

Hand written checks are only authorized for issue by the Controller.

5.0 Reporting

The Director City Finance will prepare and issue a report to the Controller, due by the 1st calendar day of the successive month, documenting all electronic wire transfers and hand written checks processed for payment in the preceding month. Such report will include the date of issuance, financial institution receiving payment, amount of payment, institution or vendor receiving payment, and purpose of payment. Report to the Controller shall include the document of authorization as signed by the Controller.